



DC Commission on the Arts and Humanities

FY 2012 GUIDE TO GRANTS





DC Commission on the Arts and Humanities

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DC Commission on the Arts and Humanities

About the DC Commission on the Arts and Humanities

Mission

The DC Commission on the Arts and Humanities provides grants, programs and educational activities that encourage diverse artistic expressions and learning opportunities, so that all District of Columbia residents and visitors can experience the rich culture of our city.

About

Established in 1968, the DC Commission on the Arts and Humanities (DCCAH) is the official government agency for arts and culture in the District of Columbia. The Commission programs support and promote stability, vitality and diversity of artistic expression. The Commission is comprised of up to eighteen private residents who serve as the governing body and final funding decision-makers for the Agency, each of whom is appointed by the Mayor and approved by the Council of the District of Columbia. It also includes a professional staff, assisted annually by Advisory Review Panelists and a host of volunteers. The DC Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

Goals

To carry out DCCAH's mission, the following goals have been established:

- Provide access to the arts for all District residents;
- Promote lifelong learning and interest in the arts and arts education for all ages;
- Build communities through public and private partnerships in the arts; and
- Preserve the cultural diversity of the District of Columbia through the arts and humanities.

Board of Commissioners

A Board of Commissioners appointed by the Mayor of the District of Columbia governs DCCAH. Applicants and patrons are encouraged to notify the Commissioners and staff of their artistic activities and include them on mailing lists. It is appropriate to send invitations, notices of exhibitions, readings, performances, etc. It is not appropriate to send personal letters of introduction or persuasion.

Telephone communication with Commissioners and Advisory Review Panelists is a breach of Commission regulations and may lead to disqualification.

A list of Commissioners and contact information is provided on the next page.



DC Commission on the Arts and Humanities

DC Commission on the Arts and Humanities Board of Commissioners

Ms. Judith F. Terra, Chair (Ward 4)
4845 Colorado Ave., NW
Washington, DC 20011

Ms. Philippa Hughes, Secretary (Ward 2)
2125 14th St., NW
Washington, DC 20009

Mr. Marvin Bowser, At-Large (Ward 7)
2501 33rd St., SE
Washington, DC 20020

Mr. Tendani Mpulubusi (Ward 8)
2636 Wade Rd., SE, #12
Washington, DC 20020

Ms. Susan Clampitt (Ward 6)
13 Ninth St., SE
Washington DC 20007

Mr. Bernard Richardson (Ward 1)
420 T St., NW
Washington, DC 20001

Mr. Christopher Cowan, At-Large (Ward 3)
5101 44th St., NW
Washington, DC 20016

Ms. Gretchen Wharton (Ward 2)
1726 5th St., NW
Washington, DC 20001

Ms. Lavinia Wohlfarth, Vice Chair (Ward 5)
1331 Allison St., NE
Washington, DC 20001



DC Commission on the Arts and Humanities

About the DC Commission on the Arts and Humanities (cont.)

Access and Equal Opportunity

Persons needing accessibility accommodations for DCCAH services and programs may contact the Accessibility Coordinator, Carolyn Parker, at (202) 724-5613 or (202) 724-4493 TDD/TTY to request assistance. A large print or audio version of this document is available with advance notice. Sign language or foreign language interpretation is available for DCCAH workshops and events with two weeks' notice.

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VII of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the DC Human Rights Act of 1977.



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Eligibility Requirements

The following are eligibility requirements for organization and individual applicants. Fiscal agents are strictly prohibited.

Organizations:

- Incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as in the District of Columbia;
- Principal offices are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document, information on the website, letterhead and printed materials. PO Boxes may not be used as a primary business address. Please do not use the address of a board member or volunteer;
- A demonstrated commitment to provide arts and humanities to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia; and
- Applicants must be in good standing with DCCA. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2011, are ineligible to receive an additional award from DCCA for a full grant period. These reports are monitoring requirements that ensure DCCA is in compliance with local and federal regulations, which include documents such as such as interim and final reports.

Individuals:

- Must be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Must be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;
- Must have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address;
- Applicants must be in good standing with DCCA. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2011, are ineligible to receive an additional award from DCCA for a full grant period. These reports are monitoring requirements that ensure DCCA is in compliance with local and federal regulations, which include documents such as such as interim and final reports.

In all instances, funds may not be used for food, tuition or scholarships, or granted directly to colleges, universities, service organizations, foreign governments and DC government agencies, including the DC Public Schools.



DC Commission on the Arts and Humanities

FY2012 Grant Opportunities

The DC Commission on the Arts and Humanities awards grants to nonprofit organizations and individuals. Eligibility requirements are listed above. Returning applicants will notice some changes in DCCAH’s FY12 grant opportunities—we are here to help! If you have questions about which grant programs you should apply to, please refer to the chart below. If you still have questions, do not hesitate to contact the grant manager.

A chart describing the FY2012 Grant Opportunities is on the next page.

Matching Requirements

The majority of the grant programs require organizations to provide matching funds. The matching requirements are listed in the table below. Individuals are not required to provide matching funds.



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GRANT PROGRAM & DESCRIPTION	MANAGER	DEADLINE
<p>Art Education Program (AEP) - Supports arts activities for youth in educational settings from early childhood through high school. <u>Maximum Award:</u> \$30,000 – Organizations (1:1 Match), \$5,000 – Individuals</p>	Carlyn Madden	8/23/2011
<p>Arts Impact Grant (AIG) - Provides funding for projects, programming and general operating expenses to organizations. This grant is open only to organizations that did not receive FY 2012 funding. <u>Maximum Award:</u> \$30,000 – Organizations (1:1 Match)</p>	Moshe Adams	1/6/2012
<p>Community Arts Grant (CAG) - Supports small-scale projects (budget under \$100,000) to promote arts and humanities activities to DC residents. <u>Maximum Award:</u> \$10,000 – Organizations (1:1 Match), \$10,000 – Individuals</p>	Tierra Buggs	8/25/2011
<p>Cultural Facilities Projects (CFP) - Supports capital projects to defray costs related to the improvement, expansion and rehabilitation of existing buildings owned/leased by nonprofit cultural institutions. <u>Maximum Award:</u> \$100,000 – Organizations (1:1 Match)</p>	Steven Mazzola	8/31/2011
<p>East of the River (EOR) - Provides access to high-quality arts and humanities experiences for residents living east of the Anacostia River. <u>Maximum Award:</u> \$25,000 – Organizations</p>	Ebony Blanks	9/1/2011
<p>Festivals and City Arts Projects (FCAP) - Supports large-scale projects (budget over \$100,000) to promote arts and humanities activities to DC residents. <u>Maximum Award:</u> \$50,000 – Organizations (1:1 Match)</p>	Steven Mazzola	8/26/2011
<p>Grants-In-Aid (GIA) - General operating support to arts and humanities organizations. <u>Maximum Award:</u> \$50,000 – Organizations (1:1 Match)</p>	Steven Mazzola	8/30/2011
<p>Individual Artist Grant (IAG) - Supports the creation and/or presentation of innovative arts projects. <u>Maximum Award:</u> \$5,000 – Individuals</p>	Ebony Blanks	8/29/2011
<p>Public Art Building Communities (PABC) - Supports the creation and installation of permanent or temporary public artwork that enhances District neighborhoods. <u>Maximum Award:</u> \$100,000 – Organizations (1:1 Match), \$50,000 – Individuals</p>	Keona Pearson	Rolling



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<p>UPSTART (UPS) - Supports arts organizations with technical assistance through consulting and funding for core administrative systems, leadership development and operating reserves. <u>Maximum Award:</u> \$100,000 – Organizations (average amt \$50,000) Up to 30% of total award can be matched</p>	Carlyn Madden	8/24/2011
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Funding Restrictions

Individuals are not restricted from receiving funds from multiple grant programs, however, organizations have restrictions involving the following three grant programs: **Arts Education Program, Festivals and City Arts Projects;** and **Grants-in-Aid.**

An applicant is not restricted from receiving additional grant awards from any other grant program(s).

Each Fiscal Year, an organization may submit a maximum of two applications through Arts Education Program (AEP), two applications through Festivals and City Arts Projects (FCAP) and one application through Grants In Aid (GIA). The Advisory Review Panel may recommend funding for all five of these applications, however, the applicant may only receive funding for two of these recommended applications. Following Commission Board review, applicants recommended for more than two AEP, FCAP, or GIA awards will be contacted by the Director of Grants and Legislative Affairs in order to determine which two awards the organization will accept. This decision rests entirely with the organization. DCAH has no opinion on the organization’s choice.

FOR ARTS EDUCATION, FESTIVALS AND CITY ARTS PROJECTS AND GRANTS IN AID ONLY			
GRANT PROGRAM	Maximum # of Submissions per Fiscal Year AEP, FCAP, GIA	Maximum # of Funding Recommendations per Fiscal Year AEP, FCAP, GIA	Maximum # of Grant Awards per Fiscal Year AEP, FCAP, GIA
Arts Education Program (AEP)	2	2	2
Festivals and City Arts Projects (FCAP)	2	2	2
Grants In Aid (GIA)	1	1	1
TOTAL	5	5	2



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Technical Assistance

Throughout the entire year, DCCAH staff is available to help you develop the best grant application possible, offering group and individual assistance. Before application due dates, staff members conduct **general workshops and specific workshops** where participants learn useful information about all of DCCAH’s funding opportunities and the steps to take to submit a grant application. Specific workshop will also feature additional information about a different program each week. Workshop dates, times and locations listed below are subject to change.

DATE	TIME	LOCATION	FOCUS
Monday 7/11/2011	11:30-12:30pm	Arena Stage 1101 6th Street SW	Overview
Wednesday 7/13/2011	1:00pm-2:30pm	DCCAH 1371 Harvard St. NW	General
Monday 7/18/2011	1:00pm-2:30pm	DOES 4058 Minnesota Ave. NE	AEP
Monday 7/18/2011	6:00pm-7:30pm	DCCAH 1371 Harvard St. NW	EOR
Wednesday 7/20/2011	1:00pm-2:30pm	Thurgood Marshall Academy 2427 MLK Jr. Ave SE	CAG
Wednesday 7/20/2011	6:00pm-7:30pm	DCCAH 1371 Harvard St. NW	IAG
Monday 7/25/2011	1:00pm-2:30pm	DCCAH 1371 Harvard St. NW	FCAP
Monday 7/25/2011	6:00pm-7:30pm	DCCAH 1371 Harvard St. NW	UPS
Wednesday 7/27/2011	1:00pm-2:30pm	Thurgood Marshall Academy 2427 MLK Jr. Ave SE	IAG
Wednesday 7/27/2011	6:00pm-7:30pm	DCCAH 1371 Harvard St. NW	GIA
Monday 8/1/2011	1:00pm-2:30pm	Thurgood Marshall Academy 2427 MLK Jr. Ave SE	CFP
Monday 8/1/2011	6:00pm-7:30pm	DCCAH 1371 Harvard St. NW	AEP
Wednesday 8/3/2011	1:00pm-2:30pm	DCCAH 1371 Harvard St. NW	UPS



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DATE	TIME	LOCATION	FOCUS
Wednesday 8/3/2011	6:00pm-7:30pm	DCCAHA 1371 Harvard St. NW	FCAP
Monday 8/8/2011	1:00pm-2:30pm	DCCAHA 1371 Harvard St. NW	GIA
Monday 8/8/2011	6:00pm-7:30pm	DCCAHA 1371 Harvard St. NW	CAG
Wednesday 8/10/2011	1:00pm-2:30pm	DCCAHA 1371 Harvard St. NW	EOR
Wednesday 8/10/2011	6:00pm-7:30pm	DCCAHA 1371 Harvard St. NW	CFP
Monday 8/15/2011	1:00pm-2:30pm	DCCAHA 1371 Harvard St. NW	General
Wednesday 8/17/2011	1:00pm-2:30pm	DCCAHA 1371 Harvard St. NW	General/Reporting

One-on-One Assistance

Once you have begun working on a grant application, you can make an appointment with the coordinator of the grant program(s) of interest. We encourage you to send DCCAHA staff members your drafts and meet with them to discuss strategies to help showcase your activities in the best possible manner.



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Application Process

All of the FY2012 grant program guidelines are available here: [FY2012 Grant Guidelines](#)

DCCAH utilizes an online grant application website called [Zoom Grants](#). All applicants **MUST SUBMIT** the application online via Zoom Grants by 11:59PM on the deadline date. **DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications.**

Grant Application Procedure

1. Review the Classification Sheet (Addendum A) or [Classification Sheet](#) on the DCCAH website. Select which classification(s) best describes the applicant and the grant request(s) for each of the five (5) classification categories: Institution Type, Applicant Discipline, Project Discipline, Artist Type, and Type of Activity. Make note of the number and name of each selection. All applicants are required to provide this information within the application for their application to be considered by the Advisory Review Panel;
2. Visit the Guide to Grants page and determine the possible grant program(s) to apply;
3. Review the grant guidelines thoroughly;
4. Go to the [Apply for Grants](#) page and register with Zoom Grants, DCCAH's online grant application website. Zoom Grants provides a step-by-step tutorial on how to submit your application [here](#);
5. Once fully registered, select the grant program(s) that you will apply for and complete the application questions and fill in data regarding the project budget;
6. Upload the required documents and supplementary material;
7. Upload the required work sample(s);
8. Submit your application by 11:59pm on the grant program's deadline date;

For technical assistance, contact Zoom Grants toll free Monday – Friday at 866-323-5404.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility nor recommendation for funding by the Advisory Review Panel. DCCAH staff cannot make corrections to applications on behalf of applicants. Incomplete applications may not be forwarded to the Advisory Review Panel for review.



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Work Samples

All applicants are required to submit artistic work samples, no more than two years old, for the evaluation of artistic content. If the applicant has conducted similar projects in the past two years, we recommend including samples of work that illustrate the core mission, theme or impact of both projects (for example, samples of artwork created by participants in a visual arts workshop). Advisory Review Panelists will spend 3-5 minutes reviewing work samples and we urge you to submit your very best work that represents the activities for which you are requesting funds.

All work samples will be digitally submitted through the Zoom Grants application. Individual files can be no more than 10 MB, though applicants may submit multiple 10 MB files.

Visual Arts and Crafts:

Individuals must submit digital images ten different works. Organizations must submit 20 digital images of different works.

Media (Film/Video/Radio):

Submit up to two audio/video recordings of completed work or work-in-progress.

Music:

Submit up to two audio/video recordings.

Dance:

Submit up to two video recordings of performances.

Literature: Includes poetry, fiction, creative writing, screenwriting, etc.

Fiction and creative nonfiction writers must submit 10-20 pages from no more than three short works, or a portion from no more than two larger works up to 20 pages, and they must be labeled fiction or nonfiction. If your work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.

Poets must submit 10-15 pages of poetry from no fewer than five and no more than 10 poems. Shorter poems should be printed one to a page.

Interdisciplinary:

Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.

Theater:



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Organizations must submit up to four representational programs or playbills. Submit up to two video recordings of performances or 10 digital images of productions.

Actors must submit video recordings of two contrasting monologues or 10 still images of productions in digital format.

Sound designers must submit up to three audio recordings.

Directors must submit a copy of a 1-3 page concept statement of a recently directed play.

Playwrights should see LITERATURE, above.

Multidisciplinary:

Provide the required work samples (as described above) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.

ORGANIZING WORK SAMPLES

All grant applications require work samples that best demonstrate the artistic merit of the application. The guidelines will assist in preparing work samples.

Image Identification List

Provide a numbered list of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Digital File Format

All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)

Applicant'sLastName.FirstName.Image#.ArtworkTitle.jpg

e.g. DaVinci.Leonardo.1.MonaLisa.jpg

TIPS FOR A SUCCESSFUL SUBMISSION



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Visual Arts

If you are a visual artist, artisan or visual arts organization, your digital images are one of your most important methods of communication. Make sure that the images are in-focus and correctly exposed. Shoot your work against a black backdrop and eliminate unnecessary visual information. Follow the instructions below to ensure that your work is presented properly to panelists for review.

Audio/Video Recordings

The recording should represent you or your organization accurately and effectively. Be sure to indicate in the Image Identification List of your application which track(s) or time markers you would like the panel to review.

Multidisciplinary

If you are submitting multidisciplinary work samples, please submit a separate work sample for each piece. For example, if you are submitting visual art images and a film of your performance, you should submit the images as separate files.



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Addressing Accessibility in Grant Applications

The DC Commission on the Arts and Humanities is committed to ensuring that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by DCCAHA must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law. Organizations applying for funding from DCCAHA should include respond to the accessibility section of their applications by detailing the following three items:

1. The process for formulating your accessibility plan (i.e. advisory committee, board and staff training, budgeting, etc.)
2. The current progress/status of your organization's physical accessibility. If your location is not barrier free, include a timeline or steps being undertaken to make the facility compliant.
3. The current progress/status of your organization's accessibility in presenting activities – communications access (TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

For more information on accessibility or to receive an accessibility checklist, please call (202) 724-5613. You may also download the checklist from DCCAHA's website at <http://dcarts.dc.gov> or contact the office by TDD/TTY at (202) 724-4493 to request that the checklist be sent by mail or fax.

Nondiscrimination

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code Section 2-1401.01et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.

Limited English Proficiency

DCCAHA is committed to ensuring that its programs and services are accessible to all people. This document can be translated with a minimum of two weeks' notice. The agency will seek the assistance of appropriate expert panelists to review applications and materials in other languages, in addition to obtaining literal translation services when needed.



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Grant Review Process

Applications are reviewed according to detailed evaluation criteria specific to the grant program. These criteria are listed in each grant program's guidelines.

The evaluation process will take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

A volunteer Advisory Review Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Comprised of arts and humanities professionals independent of the Commission, the invaluable contribution of Advisory Review Panelists ensures that the Commission continues to provide programs and services that meet the needs of the District's cultural community.

Role of Advisory Review Panelists

A separate Advisory Review Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Panelists conduct personal review of grant applications for three to four weeks in advance of Advisory Review Panel meetings. Panelists then convene for one to three days as a group (or Panel) to review work samples/auditions and discuss the applications. A Commissioner presides over each Advisory Review Panel meeting, but does not participate in discussion or scoring.

Through the Zoom Grants website, each panelist reviews the grant applications and makes preliminary scores based on unique evaluation criteria established for the particular grant program. At the Advisory Panel meeting, the panelists discussion of the applications and score each applicant according to the criteria. Applicants are then ranked in order of their scores and the Advisory Review Panel votes to establish the minimum score that is required to merit funding. The Advisory Review Panel finalizes funding recommendations based on the established ranking and the total amount of funding available for the program. Full or partial funding may be recommended. The Advisory Review Panel also discusses policy recommendations to improve the application and review process. A member of the group is identified to serve as the Panel Representative to present funding and policy recommendations to the Commission Board for final review and approval. The Panel Representative makes the panel's recommendations to the Commission Board. The Commission Board reviews Advisory Review Panel recommendations and makes all final funding determinations. Funding decisions are not determined by DCCAH staff.

Panelist Nomination Process



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All residents of the District of Columbia are encouraged to recommend potential Advisory Review Panelists. Qualified individuals may also self-nominate. Advisory Panel nomination forms are posted year-round on the DCAAH website at <http://dcarts.dc.gov>, and include the submission of a professional résumé reflecting your/their artistic engagement is required.

Eligibility

Advisory Review Panelists must live in the Washington Metropolitan area and be knowledgeable about the arts in the District of Columbia. Artists, administrators, educators and critics in the arts with at least a two-year history of involvement in the District arts community are eligible for nomination.

Advisory Panelists must be able to devote approximately six-to-eight hours of preparation time to read grant applications plus and an additional one-to-three full days to participate in the panel meetings. Panel meetings are held on weekdays during regular business hours.

An individual may not serve as a panelist for any grant program under which they have submitted a pending application or under which an organization they work for has submitted a pending application.

All Advisory Review Panelists must sign conflict of interest forms before the panel takes place.

Terms of Service

Panelists are appointed for a one-year term per grant program. A panelist may be reappointed for up to three years, for a maximum of four consecutive years of service. The rotation of advisory panel members ensures that each year will bring varying perspectives to the grants review process.



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Notification and Payment

Applicants will be notified in writing of their application status after November 15, 2011. This notification may consist of a grant package, letter of ineligibility, or letter of denial. The grant package will contain an unexecuted grant agreement, payment request form(s), Attachments A-D (including detailed scopes of work for each grant awarded), and a W-9 tax form. The **original copy** of the grant agreement and all associated documents must be completed and returned to DCCAH by the dates noted in Attachment D – Grant Payment Schedule. This attachment states when grant documents are due to be returned to DCCAH and when the grant recipient is eligible to receive payment. Be sure to make a copy of the entire contents of the grant package for your own records.

Please note that the date of payment disbursement is subject to change depending on the availability of funds. *The date eligible for payment does not ensure the date of payment; it provides a general timeframe.* DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite.

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. Grant payments will not be processed for any grantee that has incomplete or delinquent reports from a previous grant period.



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Performance Monitoring

All grant recipients are subject to monitoring requirements in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator. Activities funded by DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

DCCAH may monitor grant recipients through the use of interim reports, site visits (including performances and presentations), email correspondence and phone calls. Information and invitations regarding upcoming activities should be provided to the Director of Grants and Legislative Affairs and other pertinent staff on a regular basis.

All grantees must complete a final report by October 15, 2012. Grantees are required to document payment of all expenses paid by grant funds as well as the required match. Final report forms are available online through the [Manage Grant Award](#) link on DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the IRS.

Grantees from FY11 that have unfulfilled reporting, in any funding program, as of October 15, 2011, are ineligible to receive any additional awards from DCCAH for a full grant period. These reports are monitoring requirements that ensure DCCAH is in compliance with local and federal regulations, which include documents such as such as interim and final reports.



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Appeals Policy

All applicants are encouraged to schedule debriefings with program staff in order to get comprehensive feedback on their proposals. Applicants that have been denied funding through a DC Commission on the Arts and Humanities grant program may submit a formal written appeal to the attention of the Director of Grants and Legislative Affairs after they have met with the appropriate staff to review the panelists' comments and declared conflicts of interest, both of which will be detailed with the letter notifying the applicant of their funding status. Dissatisfaction with the denial of an application or with the amount of an award is not sufficient reason to appeal. Below, please find the process for pursuing an appeal, noting the acceptable circumstances for filing:

Step 1: Applicants must meet with the appropriate program staff to review the advisory panelists' comments on the application within thirty (30) days of the date of the notification letter. The meeting will determine the following:

- Whether application narrative and budget statistics did not adhere to the criteria in the Commission's published guidelines;
- Whether the final decision was unduly influenced by a panelist with undisclosed conflicts of interest; or
- Whether required information submitted by the applicant was withheld from the review panel or the Board of Commissioners.

Step 2: If the applicant is able to demonstrate evidence of the above, a letter should be sent to the Director of Grants and Legislative Affairs within ten (10) business days of the date of the meeting with the program staff outlining the evidence and requesting that the application be reconsidered for funding.

Step 3: Staff will acknowledge receipt of the written appeal within two (2) business days of receipt. The Director of Grants and Legislative Affairs will meet with the appropriate staff member(s), the Executive Director and the Commissioner convener of the advisory panel to review the application, the minutes of the advisory panel's meeting and the published evaluation criteria.

Step 4: If the Executive Director finds that the appeal is supported by sufficient evidence and if funds are available, she will make a recommendation to the Board of Commissioners, who will review the appeal at the next regularly scheduled (monthly) meeting within ten (10) business days of the date of receipt of the appeal letter.



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Step 5: If the Executive Director does not find sufficient evidence to support reconsideration of the application, the applicant will be notified that the panelists' decision is being upheld.

Step 6: The applicant will be notified of the Commission's decision within ten (10) days of the meeting date.

Please note that all funding and policy decisions made by the Board of Commissioners are final and subject to availability of funds.



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Tips on Preparing Grant Applications

DO	DO NOT
Be concise and to the point (but specific) in your proposal.	Include cover letters.
Highlight specific areas of interest in your support materials (reviews, articles, etc.).	Photo-reduce text.
Send representative material that highlights activities related to your request.	Lose clarity with a vague, rambling, or wordy proposal.
Use statistics and cite facts that are relevant to your proposal.	Overload the grant application with too much support material.
Proof your proposal for spelling and grammatical errors.	Submit your application after 11:59 pm on the deadline date.
Proof your proposal for mathematical errors and consistency, especially on the Project Budget.	Attempt to submit materials after the stated deadlines.
Make sure that work samples are high quality. Images should be clear, in focus, and true to color. Audio recordings and video samples should have clear sound quality.	Forget to indicate your professional name if different from your legal name.
Double check to make sure the recording can be opened in another computer.	Provide outdated tax ID numbers.
Make sure you have submitted all the required materials.	



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ADDENDUM A

CLASSIFICATION LIST

Select which classification(s) best describes you and your project. There are five (5) classification categories: Institution Type, Applicant Discipline, Project Discipline, Artist Type, and Type of Activity. Make note of the number and name of each selection. All applicants are required to provide this information within the application.

Institution Type (Choose One)

- 0 Unknown
- 1 Individual Artist
- 2 Individual Non artist
- 3 Performing group
- 4 Performing group-College/University
- 5 Performing group -Community
- 6 Performing group-For Youth
- 7 Performance Facility
- 8 Museum of Art
- 9 Museum/other
- 10 Gallery/Exhibition space
- 11 Cinema
- 12 Independent press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Organization
- 18 Union/Professional Association
- 19 School District
- 20 School-Parent Teacher Organization
- 21 School-Elementary School
- 22 School-Middle School
- 23 School-Secondary School



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- 24 School- Vocational/Technical School
- 25 School-Other
- 26 College/University
- 27 Library
- 28 Historical Society/Organization
- 29 Humanities Council/Agency
- 30 Foundation
- 31 Corporation/Business
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government- Executive
- 39 Government- Judicial
- 40 Government- Legislative (House)
- 41 Government-Legislative (Senate)
- 42 Media- Periodical
- 43 Media- Daily Newspaper
- 44 Media- Weekly Newspaper
- 45 Media- Radio
- 46 Media- Tv
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 52 Arts Organization/Arts Education
- 99 None of the Above

Applicant Discipline (Choose One) / Project Discipline (Choose One)

- 01 Dance
- 01A Dance: Ballet
- 01B Dance: Ethnic/Jazz
- 01C Dance: Modern
- 02 Music
- 02A Band(Jazz and Popular not included)



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- 02B Chamber Music (only music)
- 02C Choral Music
- 02D New(includes experimental or electronic)
- 02E Ethnic Music
- 02F Jazz Music
- 02H Popular (including Rock)
- 02G Solo/Recital
- 02I Orchestral (includes symphonic and chamber)
- 03 Opera/ Musical Theater
- 03A Opera
- 03B Musical Theater
- 04 Theater
- 04A Theater (General/Classical/ Contemporary/Experimental)
- 04B Mime
- 04D Puppetry
- 04E Theater for Young Audience
- 05 Visual Arts
- 05A Experimental (including Conceptual and New media)
- 05B Graphics(including printmaking and book arts)
- 05D Painting(including watercolors)
- 05F Sculpture
- 06 Design Arts
- 06A Architecture
- 06B Fashion
- 06C Graphic Design
- 06D Industrial
- 06E Interior Design
- 06F Landscape Architecture
- 06G Urban/Metropolitan
- 07 Crafts
- 07A Clay
- 07B Fiber
- 07C Glass
- 07D Leather
- 07E Metal
- 07F Paper Arts
- 07G Plastic
- 07H Wood
- 07I Mixed media
- 08 Photography (Including Holography)



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- 09 Media Arts
 - 09A Film
 - 09B Audio(including radio and sound installations)
 - 09C Video
 - 09D Technology/Experimental
- 10 Literature
 - 10A Fiction
 - 10B Non-Fiction
 - 10C Playwriting
 - 10D Poetry
- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
 - 12A Folk/Traditional Dance
 - 12B Folk/Traditional Music
 - 12C Folk/Traditional Crafts and Visual Arts
 - 12D Oral Traditions
- 13 Humanities
- 14 Multi-Disciplinary
- 15 Non-Arts/ Non-Humanities
- 16 Arts Administration/ General Operating support

Type of Activity (Choose One)

- 01 Acquisition
- 02 Audience Services
- 03 Awards/fellowship
- 04 Creation of a Work of Art
- 05 Concert/Performance/Reading(including Production)
- 06 Exhibition
- 07 Facility Construction, Maintenance and Renovation
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Institutional/Organization Establishment
- 11 Institutional/Organization Support
- 12 Arts Instruction/Class/Lecture
- 13 Marketing
- 14 Professional Support- Administrative
- 15 Professional Support- Artistic
- 16 Recording/Filming/Taping
- 17 Publication



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- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Purchase/Lease/Rental
- 24 Distribution of Art(films,books,prints)
- 25 Apprenticeship/Internship
- 26 Regranting
- 27 Translation
- 28 Writing About Art(Criticism)
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None Of the above

Artist Type

Actor	Metalsmith
Architect/Designer	Mime
Art Historian	Mixed Media Artist
Art Patron/Collector/Investor	Mosaic Artist
Art Therapist	Music Director
Artistic Director	Musician (general)
Arts Administrator	Needlework
Arts Educator	Oil/Pastel Painter
Audio Artist	Papermaker
Bagpiper	Pencil Artist
Basketry	Percussionist
Brass Player	Performance Artist
Carpenter	Performing Arts Agent
Ceramist	Performing Arts Teacher
Choral Singer	Photographer
Choreographer	Photographer of Art
Circus Arts	Playwright
Clogger	Preparator



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Composer	Presenter/Producer
Computer generated animation	Printer/Binder/Typography
Conductor	Printmaker
Conservator/Restorer	Production Manager
Costume Designer	Property Technician
Curator	Puppeteer
Dancer	Screenwriter
Decorative Art Design (fashion, interior, textile)	Sculptor
Decorative Arts/Antiques	Set/Property Designer
Editor/Technical Writer	Singer
Enamelist	Songwriter
Environmental Artist	Sound Technician
Exhibit Designer	Square Dancer
Fiber Artist	Stage Manager
Film/Video Animation	Stained Glass Artist
Filmmaker	Storyteller
Folkdancer	String Player
Folklorist (folklore study)	Technical Director
Fretted Instrument Player	Theater (general)
Glassblower	Trainer/Vocational
Graphic Artist	Translator
Graphic Designer	Video Artist
Ink Artist	Visual Artist (general)
Installation Artist	Visual Arts Agent
Interdisciplinary Artist	Visual Arts Teacher
Jeweler	Wardrobe Technician
Keyboard Instrumentalist	Watercolor Painter
Leatherworker	Weaver
Lighting Designer	Website Designer
Lighting Technician	Woodwind Player
Literary Agent	Woodworker
Literary Arts Teacher	Writer/Poet
Makeup Designer	